

NETWORKING OFFICER

Position Description

The Networking Officer is responsible for nurturing strategic relationships for the organization and, in tandem with the Networking and Partnerships Director and Managing Director, introducing the organization to a far-reaching network of potential partners, publications, and other sources of members. The Officer should also be responsible for supporting member relations, including membership fee collection and membership supports. Reporting directly to the Networking and Partnerships Director, the Networking Officer supports overall planning and strategy for developing external party and member relations.

Key Roles and Responsibilities

- Support the Managing Director and Networking and Partnerships Director in strategy for external party relations, including memberships, partners, co-convenors, collaborators and guests;
- Work with the Networking and Partnerships Director to develop member recruitment as well as research, develop, and maintain community partners and sponsors;
- Support the Networking and Partnerships Director, Chairs, project managers, and other departments as requested to contact external parties;
- Help collect membership fees and liaise with Communications Director about reminders to members;
- Work with Networking and Partnerships Director and Programming Director to conduct annual Membership survey;
- Work with the Networking and Partnerships Director to develop member recruitment & benefits strategy;
- Planning, arranging venues and opening registrations for occasional social events, networking events, luncheons or dinner events and retreat events;
- Help recruit new members & promote membership renewals to existing members;
- Make sure members' interests are well-represented in at leadership team level;
- Support Communications team to design marketing materials (recruitment & benefits); and
- Engage with members at events & respond to membership inquiries.

Desired Skills and Experience

- Passion for areas such as foreign policy, sustainability and climate, international relations and human rights, security and defense, inclusivity and diversity, intergenerational co-leadership and strategic community-building & management;
- A high degree of maturity and professionalism;
- Exceptional communication skills, written and verbal;
- Strong organizational and project management skills;
- Ability to work effectively and independently as a highly resourceful team-player under pressure and within deadlines; and
- A creative and innovative thinker, who actively presents new opportunities, proposes solutions and recommends best practices.

Eligibility and Selection

- Ideally an early career professional, current university or graduate student in a relevant field;
- Ability to respond to emails and messages in a timely manner;
- Self-motivated, organized, and able to work efficiently and autonomously as part of a small team;
- Good knowledge of global affairs;
- Well-spoken and able to represent our organization well at all levels;

- Ability to commit 3-5 hours per week (including attendance at team meetings and other events); and
- Acknowledgment that this position is unpaid and part-time.

Please note that the leadership team must be dues-paying members. You are not required to be a member to apply, but you must confirm your membership to be accepted for the position. **To apply, please email a cover letter and your up-to-date CV / resume to Tokyo Managing Director, Eriko Yamada <eriko.yamada@ypfp.org> and Networking and Partnerships Director, Helix Lo <helix.lo@ypfp.org>. Please include 'Networking Officer Application' in the subject line.**

NOTE: To facilitate international connections and to promote our research, programming, and other accomplishments to our global network, the working language at YFPF Tokyo is English and high-level English proficiency is required. Some research activities and events may be conducted in Japanese and other languages. Proficiency in Japanese and other languages is highly valued.